

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, April 25, 2017

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, April 25, 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:01 p.m.

ROLL CALL

Board members present (4):

Springfield:

Joe Small, present
Pam Blackorby, present
Dave Boots, present

Chicago:

Karla Schreiber, present
Sam Dorger, present

Other staff:

Rocco LaSalvia, State Purchasing Officer
Jennifer Hills, Office Services
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on March 30, 2017

Karla Schreiber, Chairperson asked the Board to review and approve the March 30, 2017 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Joe Small seconded the motion and by unanimous vote, the minutes from the meeting held on March 30, 2017, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger Pam Blackorby and Joe Small

Old Business

None

New Business

Video Conferencing Equipment Purchase

Rocco LaSalvia, SPO explained, the office is pursuing the purchase of an additional video conferencing system to accommodate our Champaign Regional Office. In September, the office purchased four (4) systems to accommodate the JRTC, 500 S. 2nd Street, Montvale and Champaign offices; however, the Champaign equipment unit was re-directed to the Metro East Office. The system will be purchased through CMS-DoIT. Office Services will secure a purchase of the MX200 system at an overall cost of \$9,300.00, including shipping, handling and installation.

In addition to this outright purchase, Rocco further explained, the office will incur an ongoing monthly service fee that allows the office to access to the CMS-DoIT network for easy connection to all video conferencing systems throughout the state. This will also include CMS-DoIT helpdesk technical/troubleshooting support.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 -Off Site Record Storage Contract

Rocco LaSalvia, SPO explained, Office Services was seeking to secure a contract for offsite records storage and related services. Office Service prepared an IFB Posting that was published on the Illinois Procurement Bulletin. Office Services requested cost information for storage and numerous services that are common throughout the industry. The Office posted for a five year term that included an option to renew for an additional five year term. Office Services received responses from three vendors: R-4 Services, LLC; Chicago Records Management, Inc.; and Iron Mountain Services.

Based on the cost information Office Services will secure a contract with R-4 Services, LLC. the vendor that provided the lowest overall cost.

Rocco further explained that in reviewing the previous contract rates, R-4 submitted lower rates in several categories this year than the rates they submitted ten years ago. He went on to explain the projected and anticipated needs for box storage and related services. The contract will be usage based, and the office will only be charged for the actual number of boxes stored and services requested over the term of the contract.

The estimated contract cost over the five year term is \$612,548.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

2018 -Annual Maintenance / Rental for the Chicago Mailroom Equipment

Rocco LaSalvia, SPO explained, Office Services is requesting that the office secure maintenance and rental services from Pitney Bowes for the following equipment items: Connect + 3000 WOW Mailing System; Folder/Inserter Machine; and Connect + 3000 Postage Meter.

Pitney Bowes is the only source available to provide original manufactured replacement parts and proprietary software system upgrades during FY2018.

Office Services will execute a purchase order with Pitney Bowes for a total cost of \$7,767.60.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 -Janitorial Services Renewal for our Carbondale Office

Rocco LaSalvia, SPO explained the office is seeking to renew the agreement with START, Inc. to provide janitorial services for the Carbondale Office during Fiscal Year 2018. This vendor has been providing janitorial services in the Carbondale Office for several years and is listed as a CMS approved vendor under the State Use Program.

Office Services will execute a Purchase order with START, Inc. to secure janitorial services three times each week at a total cost of \$9,981.72.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 Janitorial Services for the Chicago Satellite Offices

Rocco LaSalvia, SPO explained, the office is seeking to renew the agreement with Ada S. McKinley and Darren Rogers, the vendor that provides janitorial services for the Chicago West and Chicago South Satellite Offices.

This vendor has been providing janitorial services for the office over the past several years and the office is satisfied with their performance. Ada S. McKinley and Darren Rogers are listed as a CMS approved vendor under the State Use Program.

Office Services will execute a purchase order with Ada S. McKinley and Darren Rogers to secure janitorial services four times monthly at each location at a total cost of \$6,472.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 -Annual Maintenance Renewal Life Safety Equipment

Rocco LaSalvia, SPO explained, Office Services is requesting that the office renew the maintenance program for the life safety equipment located at 500 S. Second Street. The office equipment is manufactured and maintained by Simplex Grinnell and the maintenance program includes monitoring, repair, replacement parts for the fire panel, and during this term, testing all smoke detector devices throughout the facility.

The office SimplexGrinnell 4020 Fire Alarm panel is a programmable software-based system that is proprietary, which prohibits any other third party from providing any maintenance, service and/or repairs. All replacement parts are exclusively provided by SimplexGrinnell. In addition, any tampering by a third-party vendor will void the Underwriter Laboratories product safety designation/certification.

Office Services will execute a purchase order to renew the maintenance for FY2018 at a total cost of \$9,365.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 -Annual Service Renewal for OAG GPS Units

Rocco LaSalvia, SPO explained, Office Services requested to renew the annual service for the GPS tracking units installed in the office vehicles allowing the office to track the whereabouts of vehicles if they should encounter problems or become disabled.

The GPS devices are manufactured by RedTail Telematics and this proprietary hardware can only operate on the RedTail service network. Office Services will execute a purchase order to secure these services for Fiscal Year 2018. The total cost for this annual service is \$8,415.25.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 -Cision U.S., Inc. – Online Public Relations News Clip System

Rocco LaSalvia, SPO explained, the Communications Director requested that the office enter into contract with Cision U.S., Inc, formerly known as Vocus, Inc for Fiscal Year 2018 as the current contract expires on June 30, 2017. The Press Office requires the use of the computerized public relations and news clipping system that goes beyond the standard media source solution.

Cision is the only known service provider that maintains a national media directory of over 400,000 contacts working at newspapers, magazines, radio, television, cable and internet publications. They have over 25,000 news sources that are accessible to our staff for monitoring breaking news, ongoing events and trends. The Cision software allows the office to share the information throughout the office and provides unlimited search capabilities enabling staff to monitor news by a myriad of terms such as by product, spokespersons, issues, etc. Continuing this service will allow the Press Office to maintain unlimited news-clips and archive them permanently, share clip books with others, and request on-going monitoring of specific subject matters. Any associated clips will be delivered automatically to staff providing immediate insight on how particular stories are developing and/or are being covered. Staff will be able to maintain an extensive listing of media contacts and the resources available providing a wide reaching venue for disseminating data to media outlets in an efficient manner.

Because there is no other single source provider known to exist, the office has designated Cision U.S., Inc. as a Sole Source provider for these services. Office Services will secure a contract with Cision to provide services at a cost of \$15,305.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 -Daily Newspaper Subscriptions for the Chicago Office

Rocco LaSalvia, SPO explained, Office Services is seeking to secure various daily newspaper subscriptions that will be distributed to key staff members throughout the Chicago Office who monitor current events and news trends that impact the daily activities of our office.

Only one of the three newsstands located in the JRTC will accept a purchase order and direct bill the OAG for the cost of each subscription outlined on the attached purchase order throughout FY2018. Office Services will secure a purchase order with the Lobby Newsstand in the amount of \$6,904.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 -Agreement with Western Illinois University to Host / Maintain the OAG Website

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to continue to utilize the intergovernmental agreement with Western Illinois University to host and maintain the OAG Website during Fiscal Year 2018. Western Illinois University has been hosting the website and providing support/maintenance for more than twelve (12) years and the rates has remained the same for the last few years. The total anticipated cost is \$47,550.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 -Dell Master Contract Renewal for Computer Hardware

Rocco LaSalvia, SPO explained, the Chief Technology Officer requested that the office exercise the final renewal option under the master contract with Dell. Three years ago, the Office entered into a one year contract that provided for three (3) one-year renewal options. This contract was established to provide the office with computer hardware equipment items under various categories at fixed pricing during the contract period.

Office Services will execute the third and final renewal option to cover anticipated needs throughout FY2018. The anticipated expenditure amount is \$225,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 -Renewal of Symantec Control Bindview Software License / Maintenance Renewal

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the Symantec Control Bindview license/maintenance agreement for Fiscal Year 2018. The office currently has 900 Standards Manager Directory User Licenses, 900 Standards Manager Exchange User Licenses and 30 Standard Manager Server Licenses.

This software suite is designed to provide a set of tools to help ensure that office policies are adhered to. These tools allow IT staff and Internal Audit to run comprehensive reports regarding computer usage. These items are available under a CMS Master Contract with CDW-G.

Office Services will execute a purchase order with CDW-G, at a cost of \$13,841.70.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members

FY 2018 -Symantec Anti-Spam and Anti-Virus Software Licenses & Maintenance Renewal

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the existing Symantec license/maintenance agreement for fiscal Year 2018. The office currently has Symantec Protection Suite Enterprise Edition which includes all of the Windows computers and Macintosh computers. The Symantec Protection Suite Enterprise Edition incorporates Antivirus, Spyware, Firewall, Intrusion Prevention Device and Application controls for the desktops, laptops, servers, mail servers and gateways.

Office Services will secure this maintenance renewal through CDW-G, under CMS Master Contract #CMS5842920A. Office Services will secure a purchase order with CDW-G, at a cost of \$7,882.56.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 -SAGE / ABRA Software License Annual Maintenance/Support Renewal

Rocco LaSalvia, SPO explained, the Chief Technology Officer requested the office renew the annual maintenance / support for Sage HRMS, our ABRA software system application.

This application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. Three years ago the office upgraded to the newest software version available, the previous software version was outdated and the vendor could no longer provide maintenance and support. By securing that upgrade, the office will utilize the customization built into the original application and successfully transitioned to the current platform.

Rocco further explained, Sage Software, Inc. is the sole source for this propriety software and they are the only source available to provide maintenance and support. Office Services will execute a purchase order with Sage in the amount of \$9,689.25.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger and Pam Blackorby

The meeting adjourned at 2:21 p.m.